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Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: EXAMINATION PROCTOR**

**DEFINITION**

Under general supervision, to perform subprofessional personnel work in the administration, monitoring and scoring of written and performance examinations; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

**REPORTS TO:** Principal Human Resources Analyst or other management staff as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Administer written examinations.
- Opening and preparing testing facility, placing tables and chairs, distributing test materials.
- Giving standardized and special test instructions.
- Monitoring examinees to assure honesty.
- Answering questions as permitted.
- Collecting all test materials as instructed.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and methods of test construction and administration.
- Statistical measurements and applications.

**Ability to:**

- Communicate clearly and concisely orally and in writing.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships with others.
- Cope with situations firmly and courteously.
- Stand and walk for extended periods of time and to work variable work schedules.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Some paid or volunteer experience in test administration is highly desirable.

Experience: Completion of at least 30 semester units from an accredited college or university, preferably including basic coursework in statistics.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Examination Proctor

**TO:** Clerk I